# IX Online Financial Transaction Entry

The CALSTARS data entry process promotes accurate, high-volume transaction recording and file update. The purpose of this chapter is to describe how to transmit to CALSTARS the transaction batches described in the previous chapter. Most of the transactions in CALSTARS involve accounting data although budget data and statistical data use this same online entry process. There are five basic steps to process any of these types of transactions:

- 1. Prepare an entry document from the source document information;
- 2. Key the Batch Header and entry document at a PC or CALSTARS video display terminal;
- 3. Balance and release the batch;
- 4. Review the online report to assure the data was entered correctly; and
- 5. Correct any errors following the nightly batch update.

This chapter focuses on Steps 2 - 4. See Chapter VIII, Preparing Transaction Entry Documents for information on Step 1 and Volume 4, Error Correction, for information on Step 5.

Accounting and other financial transactions are entered in batches. A batch consists of:

- A batch header, and
- One or more transactions.

#### TRANSACTION ENTRY AND EDIT OVERVIEW

The batch header and transactions are key entered at the PC or CALSTARS terminal. Instant (online) feedback is received from the central (mainframe) computer after entering each transaction. A message is displayed at the bottom of the screen when a transaction passes all online edits. When online errors occur, the fields in error are highlighted and error codes and/or messages are displayed at the bottom of the screen. The error message is a short statement that usually contains enough information to correct the error at the screen and continue. More thorough edits of the batch header and each transaction are performed that night before the master files may be updated.

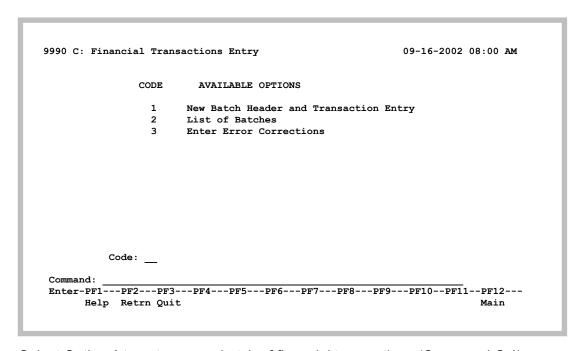
Common data entry errors may be avoided through use of online edits described in Chapter VII and VIII and by access and search of the online Document File records

and/or codes located in online table files. If more information is needed concerning any error, see Volume 4, which lists and discusses every error and various, required corrective action(s) in detail. Errors may also be avoided through agency established manual batch control and maintenance processes. Manual agency controls include: document sorting, batching, totaling and logging of the batch; and after data entry, reviewing the resultant nightly batch update reports (must be reconciled daily) for completeness and expected results.

#### MENUS AND SCREENS FOR ENTERING A BATCH OF TRANSACTIONS

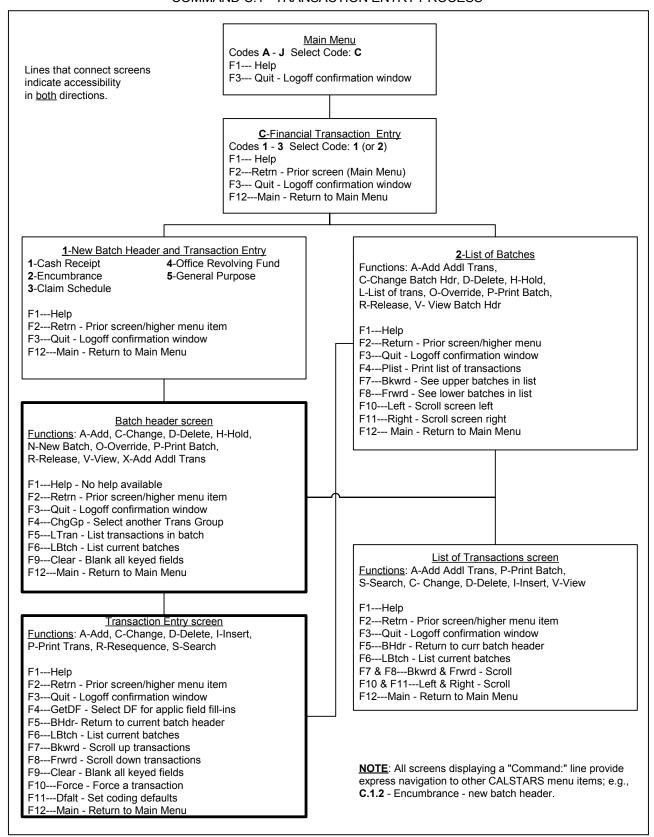
CALSTARS functions are organized into menus and entry screens to promote logical navigation of the system and efficient data entry and access. The transaction entry screens and their interrelationship are shown in Exhibit IX-1. As shown in Exhibit IX-1, only two interactive screens (boxes in bold lines) are needed to enter and process a batch of transactions.

Select Command **C** from the Main Menu to enter a new batch of transactions (or access a batch in the online file). The Financial Transaction Data Entry menu lists three available options, as shown below.



Select Option **1** to enter a new batch of financial transactions (Command **C.1**). Option **2** is discussed later in this chapter and Option **3**, Error correction, is discussed in Volume 4.

## EXHIBIT IX-1 COMMAND C.1 - TRANSACTION ENTRY PROCESS



## SELECTING A BATCH HEADER AND TRANSACTION FORMAT (COMMAND C.1.N)

To increase transaction-keying efficiency, five **Transaction Groups** are available that use different transaction entry screen formats. The five choices for new batch entry are shown below for Command **C.1**.

```
9990 C.1: New Batch Header and Transaction Entry 09-16-2002 08:01 AM

CODE AVAILABLE OPTIONS

1 Cash Receipt
2 Encumbrance
3 Claim Schedule
4 Office Revolving Fund
5 General Purpose

Code: ___

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Retrn Quit Main
```

Select one of the Option codes 1 - 5. The following are samples of each transaction entry screen:

**Cash Receipt** (Use Command **C.1.1** for the batch header.) This menu selection may be used for cash receipts. Do not use this screen for cash remittances or cash disbursements.

```
09-16-2002 08:08 AM
9990 Cash Receipt Transaction Entry
 Function: A (A=Add, C=Change, D=Delete, I=Insert)
                                                            Go to Sea Nbr:
               (N=Next, P=Print Trans, R=Resequence, S=Search)
                             TYPE : 02 NUMBER: 999 I SEQ NBR: 1 MODE : EDIT ONLY
 DATE : 09-16-2002
                                                                        FM: 02
              VENDOR/S >
INDEX >
AMOUNT :
LC DPOSIT:
FUND SRCE:
SUBSIDRY :
LOCATION :
                           MODIFIER :
                                                           FFY
                                                          DOC DATE :
 REF DOC/S:
                                                        OBJ DTL/AO:
REVERSE :
SOURCE/AS :
FUND/DTL :
 CUR DOC/S:
 PCA
 PROJ/WP >
 APPN SYM :
 METHOD
                                                          GLAN
                                                         MULTI PUR :
 PCA ACTY :
 VEND INFO:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Retrn Quit GetDF BHdr LBtch Bkwrd Frwrd Clear Force Dfalt Main
Enter information to be added
```

**Encumbrance** (Use Command **C.1.2** for the batch header.) This menu selection may be used for all transactions recording an original encumbrance (TC 211), recording an encumbrance liquidation (TC 210), and recording an adjustment to an encumbrance (TC 212), or decrease an encumbrance (TC 213).

```
9990 Encumbrance Transaction Entry
                                                          09-16-2002 08:42 AM
Function: A (A=Add, C=Change, D=Delete, I=Insert)
                                                    Go to Seq Nbr:
             (N=Next, P=Print Trans, R=Resequence, S=Search)
        : 09-16-2002 TYPE : 03
                                          NUMBER: 999
 DATE
                                                          FM: 02
 SCHEDULE:
                       SEO NBR:
                                         MODE : EDIT ONLY
                       MODIFIER :
REF DOC/S:
                       VENDOR/S >
                                                    DOC DATE :
                     INDEX >
AMOUNT :
                                                    OBJ DTL/AO:
CUR DOC/S:
PCA >
PROJ/WP >
                                                   REVERSE :
                       PCA ACTY :
                                                    LOCATION :
                      VEND INFO:
MULTI PUR:
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help Retrn Quit GetDF BHdr LBtch Bkwrd Frwrd Clear Force Dfalt Main
Enter information to be added
```

**Claim Schedule** (Use Command **C.1.3** for the batch header.) This menu selection may be used for all transactions that create a claim schedule or make an adjustment.

```
09-16-2002 09:30 AM
9990 Claim Schedule Transaction Entry
Function: A (A=Add, C=Change, D=Delete, I=Insert)
                                                   Go to Sea Nbr:
             (N=Next, P=Print Trans, R=Resequence, S=Search)
BATCH.
         : 09-16-2002
 DATE
                          TYPE : 04
                                              NUMBER: 999
                                                              FM: 02
                                            MODE : EDIT ONLY
 SCHEDULE: 444444
                          SEQ NBR:
                           MODIFIER :
                                                   FFY
REF DOC/S:
                           VENDOR/S >
                                                  RPI
INVOICE :
                           DOC DATE :
                                                   CUR DOC/S:
                                                  PCA
                          OBJ DTL/AO:
TNDEX
                                                  PROJ/WP >
AMOUNT
                         REVERSE :
SOURCE/AS:
                          APPN SYM :
                                                   FUND SRCE:
FUND/DTL :
                          METHOD :
                                                  SUBSIDRY :
                          DUE DATE :
                                                   PCA ACTY :
GT.AN
LOCATION :
                           MULTI PUR :
VEND INFO:
Command.
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
    Help Retrn Quit GetDF BHdr LBtch Bkwrd Frwrd Clear Force Dfalt Main
Enter information to be added
```

**Office Revolving Fund** (Use Command **C.1.4** for the batch header.) This menu selection may be used for all Office Revolving Fund transactions.

```
9990 Office Revolving Fund Transaction Entry
                                                          09-16-2002 10:16 AM
Function: A (A=Add, C=Change, D=Delete, I=Insert)
                                                     Go to Seq Nbr:
             (N=Next, P=Print Trans, R=Resequence, S=Search)
BATCH:
                                              NUMBER: 666
MODE : EDIT ONLY
 DATE: 09-16-2002
                         TYPE : 06
                                                                   FM: 02
                         SEQ NBR: 1
                             MODIFIER :
                                                     FFY
REF DOC/S:
                             VENDOR/S >
                                                     INVOICE :
DOC DATE :
                            CUR DOC/S:
                                                    INDEX >
                           REVERSE :
                                                    PROJ/WP > FUND/DTL:
AMOUNT :
LC DPOSIT:
                            CHECK
SUBSIDRY :
                             GLAN
                                                    DUE DATE:
LOCATION :
                             MULTI PUR:
VEND INFO:
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help Retrn Quit GetDF BHdr LBtch Bkwrd Frwrd Clear Force Dfalt Main
Enter information to be added
```

**General Purpose** (Use Command **C.1.5** for the batch header.) This menu selection may be used to enter all batch types and any CALSTARS transaction.

```
09-16-2002 10:21 AM
9990 General Purpose Transaction Entry
Function: A (A=Add, C=Change, D=Delete, I=Insert)
                                                           Go to Seq Nbr:
              (N=Next, P=Print Trans, R=Resequence, S=Search)
BATCH:
 DATE : 09-16-2002 TYPE : 07
                                             NUMBER: 777
 SCHEDULE:
                        SEQ NBR:
                                             MODE : EDIT ONLY
 TС
                               MODIFIER :
                                                           FFY
 REF DOC/S:
                               VENDOR/S >
                                                           RPI
 INVOICE :
                              DOC DATE :
                                                           CUR DOC/S:
                             OBJ DTL/AO:
REVERSE :
 INDEX
                                                          PCA
                                                          PROJ/WP >
 AMOUNT
 LC DPOSIT:
                              SOURCE/AS :
                                                          CHECK
                             FUND SRCE :
BUD SEQ :
 APPN SYM :
                                                          FUND/DTL :
                                                          SUBSIDRY :
 METHOD :
 GLAN
                              DUE DATE :
                                                           PCA ACTY :
 LOCATION :
                               MULTI PUR :
 VEND INFO:
Command:
Enter-FF1--PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Retrn Quit GetDF BHdr LBtch Bkwrd Frwrd Clear Force Dfalt Main
Enter information to be added
```

If the Transaction Group type is known, the **C.1: New Batch Header and Transaction Entry** may be bypassed by keying Command **C.1.***n* where *n* is Option **1** - **5** (on the Command line of any screen with a Command line) and pressing **Enter**.

Once a transaction entry format is selected, the applicable batch header screen is displayed to begin entering the batch of transactions. The Claim Schedule (3) and General Purpose (5) batch headers are unique in displaying a **Claim Schedule Number** field.

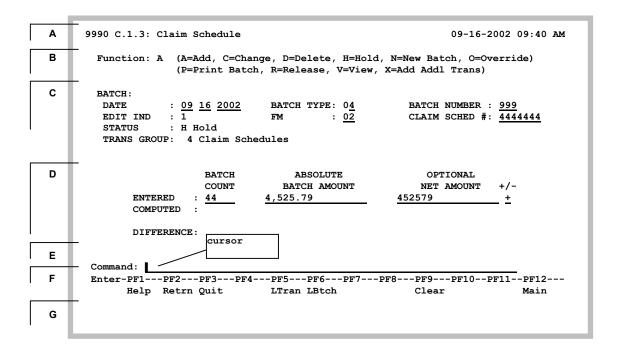
#### **KEYING THE BATCH HEADER AND TRANSACTIONS**

The process for entering a batch of accounting transactions into CALSTARS involves two data entry screens (Batch Header screen, and Transaction Entry screen). A third screen, List of Batches, (Command **C.2**) is useful when it is necessary to review the status of any batch or perform maintenance on a number of batches, serially. A fourth screen, List of Transactions, (Function **L** from the List of Batches screen), is useful for reviewing and/or correcting transactions in a batch.

The procedures for entering a batch of transactions on these screens and the available Function and F-keys are discussed in the following sections.

## **Batch Header Entry**

The batch header data is entered from the Batch Header Slip (See coding instructions and sample in Volume 1, Chapter VIII). A new Batch Header screen automatically displays the current date and time, as shown in the sample, below. Fields not underlined are not accessible by toggling the cursor and not available for keying. The batch count and all amounts are automatically calculated each time a function is performed.



The Batch Header screen contains several segments, shown as A – G. These segments identify:

- A The 4-digit Organization code, Transaction Group and current date and time.
- B The Functions available for use with this screen. These are described under the Available Functions for Batch Header Entry and Available Functions for Transaction Entry sections.
- C The Batch Header information entered. The Batch Date is set automatically. To change the date, use the [Shift, Tab] key to back tab and position the cursor on the Batch Date field and key a new date. Note the batch Status and Trans Group fields are displayed. The new batch header is automatically assigned H-Hold status.
- D The batch control data fields for calculating and verifying the batch is in balance before **Release**. The Absolute and Optional Net Amount fields may be keyed with or without commas and decimal points, as shown in the sample batch header.
- E The Command line used for immediate exit from this screen and navigation to a different menu.
- F The Program Function (PF) keys available for use with this screen display a label below the F-key number; e.g., **F5**-LTRAN, etc.
- G The System message and error message area, assigned as appropriate. Initial access displays the system message 'Enter information to be added'.

After the batch header information is keyed, press **Enter**. The header data is edited online. If the batch information is proper and the Batch ID is unique, the transaction entry screen appears with the format previously chosen (Command **C.1.n**, Option code 1-5).

#### **Batch Edit Indicator Change**

If the <u>shadow files</u> are <u>unavailable</u> (typically for a short time beginning at 6:00 PM daily), Edit Indicator **2** may not be used. The Batch Header screen will display the message: '204-EDIT INDICATOR '2' NOT ALLOWED DURING NIGHTLY BATCH PROCESSING USE 1 OR 0'. If the <u>online table files</u> are <u>unavailable</u>, Edit Indicator **1** may not be used. The Batch Header screen will display the message '203-TABLE/FILE CLOSED UNTIL\_\_\_\_\_\_\_'. No further progress is allowed until the shadow files and/or table files are again available. The alternatives are:

• Wait for the shadow files and/or table files to open;

OR

• Enter the batches with no table or shadow file editing (Edit Indicator 0).

Since the Edit Indicator on a Batch Header cannot be changed, deleting the current batch header and starting over is the only way to change the Edit indicator. Use Function **D-**Delete to delete the current batch header online so that <u>the batch number may be reused</u> to enter the batch with a different Edit Indicator. This allows the batch header information to be reused with Batch Edit Indicator (**0**). Remember to note any other batch header changes in the log.

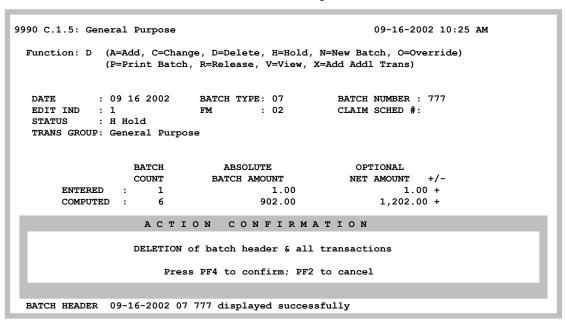
#### **Transaction Group Change**

The above method (**Batch Edit Indicator Change**) may also be used to select a different batch Transaction Group option (code 1-5) to change to a different transaction entry format.

#### Available Functions for batch header entry

The Functions available for batch header entry are shown in screen segment B, above. The allowed functions for a batch header are:

- **A Add -** Automatically set and is not available for keying on a new batch.
- **C Change -** Changes batch header information fields following successful header entry.
- **D Delete** Deletes an existing batch header following successful header entry.
  - **NOTE**: A deleted batch is *immediately* deleted from the online file following 'delete confirmation' and <u>no longer exists</u>.



**H – Hold** - Excludes a batch from any processing. A new batch is automatically placed in **Hold** status until another function is keyed.

- N New Batch Exits the current batch and displays a new (blank) batch header for the same Transaction Group. The Batch Status remains unchanged (on HOLD) for the closing batch, and the Function is automatically set to Add for the new batch.
- **O Override** Releases a batch to the nightly update process to **Override** the online edits when known online batch errors exist but are not corrected.
  - NOTE: A batch containing balancing errors or other online errors will require correction the following day by using Command C.3. However, an out-of-balance condition in the Optional Net Batch Amount *alone* does <u>not</u> prevent posting to the master files.
- P Print Batch Generates the online report CSO521-1, CALSTARS Online Transactions To Be Posted Report, at an agency printer that contains the listing of all transactions in a batch currently accessible online. See Exhibit IX-2. This report is typically located in the BPRT queue.
- **R Release** Permits a batch of transactions to undergo nightly update batch processing for posting to the master files.
- V View Displays an existing batch header. This function is used from Command
   C.2 but appears when the batch header is displayed. This function may be changed to another function on the accessed batch header.
- X Add Additional Transaction Displays a transaction entry screen for the current batch. The new transaction will be assigned the next available Sequence number within the batch.

#### Available Program Function (F/ PF) Keys for Navigation

The PF keys available for transaction entry (located in screen segment F, above) display a label below each one that is available, as follows:

- **F1 Help** Displays information useful for entry of a batch header.
- **F2 Return** Exits the present activity and displays the prior or higher order menu or screen. Any entry not successfully 'saved' will delete immediately.
- **F3 Quit** Exits the present activity and exits CALSTARS. A pop-up window will appear to confirm the **Quit** action. Any entry not successfully 'saved' will delete immediately.
- **F5 List Transactions** Views the list of transactions currently keyed and successfully 'saved'. Any entry not successfully 'saved' will delete immediately.
- **F6 List of Batches** Exits the present screen and displays the List of Batches. Any entry not successfully 'saved' will delete immediately.

## EXHIBIT IX-2

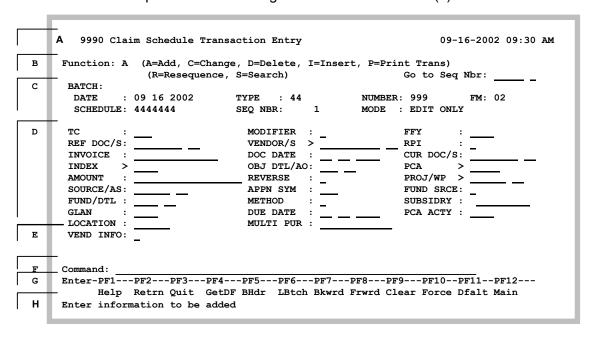
	'01 (19.33) CH INFO:						POSTED RE		*****	ORG PAGE : *** RUN PAGE :	1 14
	DATE: 11			E: XA NUMB				SCH #: 123		: H HOLD	
***** SEQ # ****	TC *** INDX **** FUND DTL **** *** VENDOR NA	MOD  * OBJ AO  *** ** METHOD  *	FY **** PCA **** B SEQ ***	REF DOC SF ****** ** PROJCT WP ***** ** SUBSIDRY *******	VENDOR SF	RPI * SOURCE AS	INVOICE ************ CHECK NO	DOC DATE **-**-** AS ***	CURR DOC SF	**************************************	R
1	******* 232 1111 0001 01	I 382 01	2001		0000081382 00		PAYBILL1122222	10-17-01 223	22334455 00 O	200.00	
2	232 1111	382 01	2001 22330	SB444555 00	0011008762 01		PAYINV00000001	10-15-01	00001000 00	450.00	
3	232 1112 JACKS HOU	342	2001 21111 301				PAYBILL1212126	10-09-01	98089890 01	1,000.00	
4	232 1112	342	2001 40350 603		0000032784 00		INV77494944400	10-31-01	00661929 00	500.00	
5	232 1112	342	2001 50500 001	SE000001 00 550001	0076545321 00		00000667788889	10-02-01	00081382 00	500.00	
6	232 1111 0001 01		2001 22330 001	SF340000 00 FEDERL 99	0000081382 00		PA000001111154	10-17-01 223	6733 <b>44</b> 55 00 O	200.00	
затсн ѕ	SUMMARY INF		COUNT ****		E AMOUNT ******** 3,480.11	OPTIONAL N					
	COMPUTED		6 **** 1	*****	2,850.00 ******* 630.11	******	*****				

- F9 Clear Erases all keyed fields and any fields not locked; e.g., Batch Date.
- **F12 Main** Exits the present activity and displays the Main Menu. Any entry not successfully 'saved' will delete immediately.

## **Transaction Entry**

After the Batch Header screen data are keyed and the **Enter** key is pressed, the Transaction Entry screen is displayed. The transaction data is entered from the transaction coding document or source document. (See coding instructions and samples in Volume 1, Chapter VIII). A fresh transaction entry screen with Sequence 1 and the current date and time is automatically displayed, as shown in the sample, below. Fields not underlined are not accessible for keying.

The transaction entry screen generally displays only those fields that are allowed for the specific **Transaction Group** (code 1-5). This means only the Transaction Code (TC) "required" and "optional" fields (Volume 5, Transaction Illustrations) are shown on the respective transaction entry screens. The "not allowed" fields, typically, are not displayed; e.g., PCA and Fund Source are not allowed on ORF transactions, etc. If transaction exceptions occur, use the General Purpose Transaction Group format for entering the batch of transaction(s).



The Transaction Entry screen contains several segments, shown as A – H. These screen segments identify:

A - The 4-digit Organization code, Transaction Group and date and time.

- B The Functions available for use with this screen.
- C The Batch Header information entered.
- D The data fields available for use with this screen.
- E The Vendor ID indicator used to access the vendor information pop-up window. This field is only used if the **Vendor Number field is** *not* **used**.
- F The Command line used for immediate exit from this screen and navigation to a different menu.
- G The Program Function (PF) keys available for use with this screen display a label below each one that is available.
- H The System message and error message area, assigned as appropriate. Initial access displays the system message 'Enter information to be added'.

Each of the transaction *coding documents* has been redesigned for use with the five **Transaction Groups**. See Chapter VIII for samples of the coding documents. All data coded on the coding document should be entered on the transaction entry screen or errors and/or incomplete recording may occur.

## **Vendor Identification Coding**

The only data fields not contained on CALSTARS transaction coding documents are vendor name and address. That information may be keyed in the transaction entry screen directly from the source document <u>if</u> the **Vendor Number** is <u>not required</u>. Some transactions require a Vendor Number for tax reporting purposes. Using that number also provides vendor-tracking information in the Vendor Payment File (and Shadow File) and various reports dependent on Vendor Number.

To use the vendor information fields (*optional*), key any character in the 1-digit **Vend Info** field and press **Enter**. The Vendor Number/Suffix must be blank. The vendor information pop-up window is displayed for keying and displays the message: 'Enter Vendor Name/Address Information and Press Enter'. A message at the bottom of the pop-up screen indicates: 'Extended information displayed'. After keying the vendor name and address information in the pop-up screen, press **Enter** to save this data and return to the transaction entry screen. Information that was keyed in the **Vendor Name** field now appears in the **Vend Info** field. After all data is keyed in the transaction, press **Enter** again to 'save' the transaction. A sample vendor information pop-up window is shown below.

	VENDOR	INFORMATION I	ENTRY SCREEN	09-10-02	11:40 AM
Vendor Name: _					
Address 1 : _					
ddress 2 : _					
ddress 3 : _					
:ity : _		_			
tate : _	Zip:	For	reign Country	·:	
En	ter Vendor Na	ame/Address I	nformation an	d Press Ente	er

## **Available Functions for transaction entry**

The Functions available for transaction entry (located in segment B, above) are displayed at the top of the screen, as follows:

- **A Add** Automatically set and is not available for keying on a new transaction. The message '176-TRANSACTION SUCCESSFULLY WRITTEN' is displayed when the **Enter** key is pressed and the transaction is 'saved'.
- C Change Changes transaction information fields following a successful transaction Add. This function is available only when returning to the transaction. The message '179-TRANSACTION SUCCESSFULLY CHANGED' is displayed when the Enter key is pressed and the transaction is 'saved'.
- **D Delete** Deletes an existing transaction (following successful transaction entry).
  - **NOTE**: A deleted transaction is *immediately* deleted from the online file following 'action confirmation' and <u>no longer exists</u>.

An example **Action Confirmation** for **Delete** is shown below.

```
9990 Encumbrance Transaction Entry
                                                                09-16-2002 08:52 AM
Function: D (A=Add, C=Change, D=Delete, I=Insert)
                                                           Go to Sea Nbr:
             (N=Next, P=Print Trans, R=Resequence, S=Search)
BATCH:
 DATE : 09-16-2002 TYPE : 03
                                            NUMBER: 999
                SEQ NBR: 1 MODE : EDIT ONLY
 SCHEDULE:
        : 211 MODIFIER: FFY : 2002
C/S: VENDOR/S > 999999999 00 DOC DATE : 08 30 2002
C/S: GLR-ENC1 00 INDEX > 1530 OBJ DTL/AO: 243
TC
REF DOC/S:
CUR DOC/S: GLR-ENC1 00 INDEX > 1530 OBJ DTL/C
PCA > 53010 AMOUNT : 10.00 REVERSE
PROJ/WP > PCA ACTY : LOCATION
                                                          LOCATION
MULTI PUR:
                          VEND INFO:
                      ACTION CONFIRMATION
                            DELETION of transaction
                       Press PF4 to confirm; PF2 to cancel
 Transaction 1 0 9990-20-02-09-16-03-999-1-0 displayed successfully
```

If the **Delete** a transaction process is cancelled by pressing any **F**-key other than **F-4**, the message: '252-DELETE FUNCTION CANCELLED' is displayed at the bottom of the screen.

I – Insert - Adds a transaction to a batch by placing it between two existing transactions. When this function is used, up to nine transactions may be inserted before the R-Resequence function (see below) must be used to realign the Batch Sequence Numbers.

Use the following steps to **Insert** 1-9 transactions. Assume for example, the current transaction Sequence Number is **00008**:

- 1. Key Function I in the "F" column next to Sequence 8 and press Enter.
- 2. Key a transaction on the fresh transaction entry screen that appears. Note that the **Sequence Number** is **00008 1**.
- 3. Press **Enter** to save this transaction. Note that a fresh screen appears with **Sequence Number 00008 2**.
- 4. Continue to key and enter up to 9 transactions using this process. (The **F11**-Default option may be used with this process.)
- 5. After the transactions are inserted (up to 9), key function **R**-Resequence and press **Enter** to realign the batch Sequence Numbers and eliminate the **Insert Numbers**.

- N Next Retains the same information on the next screen that was entered for the previous transaction except the Amount, the Reverse Code and the Modifier.
- P Print Transaction Generates the CSO522-1, Online Print A Transaction Report, at an agency printer that displays the individual transaction that was on the screen at the time of the print request. This is similar to the 'Screen Print'. If the vendor name and information entry option is used, it appears as keyed on the CSO522-1. See Exhibit IX-3. This report is typically located in the BPRT queue.
- **R Resequence** Renumbers the transactions successfully entered in a batch following the use of the **I**-Insert function.
- **S Search** Finds a transaction entry in an online batch using any **one field** to do the search. A pop-up window appears as shown in the example below. <u>Key a code in any **one field**</u>, as shown in the pop-up window, and press **Enter**.

9990 List of	Transact	ions: Screen	1		09-16-2002 02:40 MORE	
BATCH: DATE:	09 08 2	002 TYPE: 11	NBR: 111 FM:	02 STATUS: H	R CLM SCH #:	
Enter under	F below:	(C=Change, D:CURRENT	=Delete, I=I	nsert, V=View OBJECT AO		
F SEQ TO	FFY	DOC NBR SFX	INDX PCA	SOURCE AS	AMOUNT	R M
1 10	1 2002	GARYBUCK 00	0060 01026	160600	2,000.00	
					,	
TC : VENDOR/S: REVERSE :		INDEX	: /s:	PCA REF DOC/S	:	
	_	PLEASE COMPL				or
	Retrn Qu	it BHd	r LBtch Bkw	rd Frwrd	Left Right Mair	ı

#### **EXHIBIT IX-3**

ONLINE PRINT A TRANSACTION REPORT

BATCH INFO:

DATE : 11-05-2001 TYPE : 04 NUMBER: 042 FM : 09
SCHEDULE: 1234567 SEQ NBR: 22 STATUS: H HOLD TRANS GROUP: 5 GENERAL PURPOSE

TC : 231 MODIFIER : FFY : 2000

REF DOC/S: VENDOR/S : AF00254762 00 RPI :

INVOICE : PE000254 DOC DATE : 09 09 01 CUR DOC/S: PE000254 00

INDEX : 1500 OBJ DTL/AO: 506 PCA : 32502

AMOUNT : 5,867.44 REVERSE: : PROJ/WP : JDR002 00

CHECK : LC DPOSIT: SOURCE/AS :

FUND/DTL : FUND SRCE : APPN SYM :

METHOD : BUD SEQ : SUBSIDRY :

 $\label{eq:GLAN} \textbf{GLAN} \qquad : \qquad \qquad \textbf{DUE} \ \ \textbf{DATE} \quad : \qquad \qquad \textbf{PCA} \ \ \textbf{ACTVY} :$ 

LOCATION : MULTI PUR :

VENDOR NAME:

ADDRESS 1 :

ADDRESS 2 :

ADDRESS 3 :

CITY :

STATE : ZIP: FOREIGN COUNTRY

If one or more transactions contain the **identical data** keyed, it will appear in a popup window, as shown in the sample below that searched for *all* transactions within the batch containing an **Amount** of **\$1,000.00**.

```
9990 List of Transactions: Screen 1
                                                            09-16-2002 01:08 PM
                                                                        MORE=>
BATCH: DATE: 09 16 2002 TYPE: 11 NBR: 111 FM: 02 STATUS: H CLM SCH #:
Function: (A=Add Addl Trans, P=Print Batch, S=Search)
                                                          Go To Seq Nbr: _
Enter under F below: (C=Change, D=Delete, I=Insert, V=View)
                     CHERENT
                                               OBJECT AO
     SEQ TC FFY DOC NBR SFX INDX PCA SOURCE AS
                                                                    AMOUNT R M
     2 101 2002 REFUND-1 00 0060 01026 160400 1,000.00 R
4 101 2002 REFUND-2 00 0050 02360 160400 1,000.00 R
                          *** End of Data ***
Enter-PF1---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                            BHdr LBtch Bkwrd Frwrd
      Help Retrn Quit
                                                           Left Right Main
```

Select a transaction by keying a Function from the list displayed in the "F" (Function) column of the desired transaction. The available functions are:

- C Change Accesses a transaction for editing. The message '179-TRANSACTION SUCCESSFULLY CHANGED' is displayed when the Enter key is pressed and the transaction is 'saved'.
- **D Delete** Deletes an existing transaction.
  - **NOTE**: A deleted transaction is *immediately* deleted from the online file following 'action confirmation' and <u>no longer exists</u>.
- I Insert Adds a transaction to a batch by placing it between two existing transactions.
- **V View** Displays a transaction but does not allow editing (for system security).

The **Left** and **Right** scroll functions (**F10** and **F11**) allow more information to be displayed. The availability of more information and the possible directions are identified by the word 'MORE' on the second line of the screen, as follows:

- **♦ MORE => –** scroll right is available;
- <= MORE scroll left is available; and</p>
- <=MORE => scroll either left or right is available.

#### **Available Program Function (F/ PF) Keys**

The PF keys available for transaction entry (located in segment G, above) are displayed at the bottom of the screen, as follows:

- F1 Help Help is available for the Vendor Number (VENDOR/S), Index, PCA, and Project (PROJ/WP) fields. When the cursor is placed in any position in one of these fields and the F1 key is pressed, a listing of valid codes is displayed. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number or title in the fields at the top of the pop-up window and press Enter. To insert a code on a Financial Transaction Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Financial Transaction Entry screen when Enter is pressed. To help identify the fields that offer the F1-Help function, a ">" (greater than) sign is located to the right of the field title.
  - Note: If the F1 key is pressed when the cursor is not on the fields specified above, another help screen, the Transaction Entry Screen Help, will appear.
- **F2 Return** Exits the present activity and returns to previous screen or menu. Any entry not successfully 'saved' will delete immediately.
- **F3 Quit** Exits the present activity and exits CALSTARS. A pop-up window will appear to confirm the **Quit** action. Any entry not successfully 'saved' will delete immediately.
- **F4 Get Document File** Searches the Document File to verify the Reference Document Number and Suffix entered. If a match is found, the coding information is retrieved into the current transaction. To use this feature, key the Transaction Code (**TC**), Funding Fiscal Year (**FFY**), Reference Document Number and Suffix (**Ref Doc** / **S**), then press the **F4** key. See the *Document File Retrieval* section for detailed information.
- **F5 Batch Header** Exits the transaction entry screen and displays the current batch header. Any entry not successfully 'saved' will delete immediately.
- **F6 List of Batches -** Exits the transaction entry screen and displays the **List of Batches** screen (Command **C.2**). See the *List of Batches (Command C.2*) section for more information. Any entry not successfully 'saved' will delete immediately.
- **F7 Backward** Exits the current Financial Transaction Entry screen and displays the prior sequential Financial Transaction Entry screen if a prior screen exists.
- **F8 Forward** Exits the current Financial Transaction Entry screen and displays the next sequential Financial Transaction Entry screen if an additional screen exists.

- **F9 Clear Screen** Erases all keyed fields of data and any fields <u>not locked</u> by **F11**-Default. If **F9** is pressed while entering the data for a financial transaction, that data is <u>erased</u>.
- **F10 Force Trans** Overrides any online error(s), and 'save' the transaction for nightly batch update processing. This may be used when table maintenance transactions are entered on the same day as the financial transaction entry. If the cause of the online error is not corrected prior to the end of the day, the nightly batch update process will cause the released transaction to go to the Error File.

**NOTE**: Automated check transactions cannot be forced if the Vendor Number is not on file.

- **F11 Default** Promotes accurate and efficient transaction entry by allowing coding fields to be retained or skipped when consecutive transactions are keyed.
- **F12 Main Menu** Exits the present activity and goes directly to the Main Menu. Any entry not successfully 'saved' will delete immediately.

## **Entering A New Transaction**

The following two functions are available when entering a new transaction:

Function  $\mathbf{A}$ -Add — Use this function to enter information from the coding or source document. This function is helpful if there is only one transaction to post or if most of the coding information changes for the next transaction. When Enter is pressed and the transaction is accepted for processing, the coding fields are blanked for the next transaction.

Function **N**-Next – Use this function to retain all of the coding information for the next Financial Transaction Entry screen except the Amount, the Reverse Code, and the Modifier. This function is helpful when most of the information in the coding fields remain the same for multiple transactions.

In addition to the functions discussed above, the use of defaults, discussed in the next paragraph, is an additional option when entering transactions using Function A. Use of Function **N** or the Default (**PF11**) key promotes efficient transaction entry, eliminates redundant keying and potentially reduces errors.

## Setting And Using Defaults (PF11 Key)

Use defaults when some or all of the coding information remains the same for multiple transactions. Defaults may be set to retain coding information for use in consecutive transaction(s) and to "skip" unused fields so the cursor may only stop at blank fields (underlined fields that allow coding). To skip unused fields, enter a period (.) in the <u>first</u> position of any field that will <u>not</u> be used in the current and next transaction. Defaults may not be used when Function **N** is present in the Function field.

**CAUTION**: If the period (.) is entered in the second or subsequent positions in a field the system will perform normal edits on the field. To set and use Defaults, follow these steps:

- 1. Enter data in all the fields that are to become defaults (i.e., used in the current and next transaction). *Optionally*, also enter a period (.) in all fields that will not be used in the current and next transaction(s).
- 2. Press the **F11** key to lock these fields as defaults (i.e., the characters change to green and the underline is removed).
- 3. Enter the remainder of the data needed for the transaction (i.e., enter the underlined changeable data fields or tab through, as appropriate).

**NOTE**: The **R**-Reverse code is lockable and care must be exercised if it is set as a Default.

4. Press the **Enter** key to 'save' the transaction. If the transaction passes the online edits, the data defaults are retained, but the other fields are now blank. A message appears at the bottom of the screen: '176-TRANSACTION SUCCESSFULLY WRITTEN'.

**NOTE**: If errors occur for data in any default (locked) field, the field will be highlighted and the default removed (unlocked). The default feature will not save the new coding entered in that field unless the defaults are reset.

Press **Enter** to save the transaction after correcting the error.

Defaults may be turned on or off at any time during the transaction entry process by alternately pressing the **F11** key. Information that is entered and appears on the screen becomes <u>locked</u> or <u>unlocked</u> with <u>each</u> press of the **F11** key.

The following paragraphs provide general information on entering transactions, making corrections to previously entered information, and navigating the Financial Transaction Entry screens.

Information may be keyed only in the fields that contain <u>yellow underlines</u> (on correctly color formatted screens). Key all transaction information using the letter and number keys (avoid use of special character keys and <u>do not use blank spaces between letters or numbers</u> except in the Invoice field). Alpha characters may be *keyed* in lower case (e.g., **a**, **b**, **c**, etc); however, CALSTARS *writes* the transactions using the standard upper case character set (e.g., **A**, **B**, **C**, etc.) when **Enter** is pressed.

The **Forward** Tab, **Back** Tab and **New Line** Tab are best for navigating to the first space in a field. The cursor direction (arrow) keys are slow and seldom used for data entry.

Errors entered in any field may be corrected by using the following steps:

- 1. Use **Backspace** [Shift, Tab] keys to move to the beginning of the previous field, then
- 2. **Delete** key or **Delete EOF** (Delete to **E**nd **o**f **F**ield) key or **Space Bar** to delete a character or a field, and
- 3. Enter the correct character(s) or field.

If all online edits are passed successfully when **Enter** is pressed, a message is displayed at the bottom of the screen: '176-TRANSACTION SUCCESSFULLY WRITTEN'. If online errors are detected, all fields with errors are highlighted in red. Error codes and/or messages are also displayed in red, but only 3 are shown simultaneously due to space limitations on the screen. As errors are corrected and **Enter** is pressed, the remaining error messages are displayed. Once all errors are corrected and **Enter** is pressed, the transaction is successfully written.

See Volume 4, Error Correction, for information on the meanings, probable causes and action(s) needed to correct errors.

If a key is pressed when the cursor is not on an open field, the device will "beep" and an **X** (Entry Inhibited symbol) or equivalent symbol will appear at the bottom-left of the screen. The **X** indicates a *keying position error* and <u>locks the keyboard</u>. Locked keyboards may be corrected by using the following steps:

- 1. **Reset** or **ESC** key to unlock the keyboard; then
- Tab key (Forward, Back or New Line) to return to a valid keying position; and
- 3. Key the character(s) or field.

Any number or letter entered on the screen may be changed (before pressing the **Enter** key) by moving the cursor to that position using the Tab and direction (arrow) keys, and over-keying the data. Unneeded data may be deleted by using the **Delete** key, **Erase EOF** (End of Field) key or **Space Bar**.

#### **Entering Another Transaction**

Once a transaction is successfully written (saved) by pressing **Enter**, a new screen is displayed. The information contained on the new screen is dependent on which function was previously selected and if defaults were set. The 5-digit Transaction Sequence Number is incremented by one. When the last transaction for a batch has been successfully entered, press **F5**-Batch Header.

#### **CAUTION:**

The last transaction in the batch must be "successfully written" (**Enter** key pressed) before pressing **F5**. Otherwise, whatever data on the screen when **F5** is pressed is <u>deleted</u>.

#### **Force Entry Of A Transaction**

There may be occasions when a transaction should be written (saved), even if there are errors. For example, a Vendor Number may not be on file, but will be entered the same day. Since <u>table entries</u> post *before* <u>financial transactions</u>, the transaction may post properly if the online edit features are bypassed. A transaction with online errors may be 'saved' by pressing **F10**-Force. When **F10** is pressed, a message is displayed at the bottom of the screen: '174-FORCED TRANSACTION SUCCESSFULLY WRITTEN'.

## **Submitting A Batch To The Nightly Update Process**

Once all transactions in the batch are successfully entered, return to the Batch header screen by using the **F5** key, as described above. After accessing the Batch Header, a variety of tasks may be necessary before using the **R**-Release Function.

Some or all of the activities listed below may be required by an agency.

• Check the batch header screen to assure the batch is balanced.

Use the **C**-Change Function to replace or over-key any incorrect information in the data fields. Press the **Enter** key when completed. All counts and amount fields are automatically recalculated when **Enter** is pressed.

If the batch is balanced by changing the screen batch header, the message: 'BATCH HEADER *mm-dd-yyyy nn nnn* modified successfully' (where the actual Batch Date, Batch Type and Batch Number are shown in the message) is displayed.

- Check the batch header screen to assure it is the same as the Batch Header Slip form.
- Check the keyed transactions to assure they are the same as the Posting Tag coding:

Press the **F5**-List of Transactions key and compare the data to the Posting Tags (not all fields are displayed on the List of Transactions). For more information, refer to the *List of Transactions Screen* section below.

#### OR

Enter Function **P**-Print Batch to print the batch report (CSO521-1, Online Transactions To Be Posted Report). Check the transaction coding on the CSO521-1 against the Posting Tags.

After completing the preceding steps, key Function **R**-Release to submit a batch of transactions to undergo nightly batch processing for posting to the master files. The message: '186-BATCH SUCCESSFULLY RELEASED' will appear at the bottom of the screen.

#### Balancing An Out of Balance Batch

If the batch is out of balance, a variety of sources may be the cause. A **Difference** amount(s) appears on the batch header screen only if a batch is out of balance. Check the table below for possible problems and solutions.

Problem	Analysis	Solution
Calculated Batch Count is out of balance and does not agree with the Batch Header Form.	Use the <b>F5 – List Transactions</b> or the CSO521-1 Report and compare the transaction Sequence Numbers with the coding document(s) to find duplicate or <i>omitted</i> transactions and/or miss-keyed counts.	<ul> <li>Add any omitted (missing) transactions.</li> <li>Delete any duplicate transactions.</li> <li>Change any miss-calculated or miss-keyed counts</li> </ul>
Calculated Amount(s) is out of balance and does not agree with the Batch Header Form.	<ul> <li>Check the entered transaction amounts. Use the list or report, above.</li> <li>Recalculate the coding forms.</li> </ul>	Change any miss-keyed transaction amounts.      Change the batch header form Amount(s) and header screen, if wrong.
Optional Net Amount does not balance.	Check the Transaction Illustrations (Vol. 5) for the Net Batch Balance effect (plus/minus).      Check the calculation for R – Reverse transactions.	<ul><li>a. Recalculate plus/minus values.</li><li>b. Change or key a code in the (+/-) field, as appropriate.</li></ul>

Use the **C**-Change Function and replace or over-key the field(s) with correct data. Press the **Enter** key when completed. All counts and amount fields are automatically recalculated when **Enter** is pressed.

If the batch is balanced by changing the screen batch header, the message: 'BATCH HEADER *mm-dd-yyyy nn nnn* modified successfully' (where the actual Batch Date, Batch Type and Batch Number are shown in the message) is displayed.

After correcting the out of balance problem, the batch is ready to be released. Repeat any steps needed under the *Submitting the Batch of Transactions To the Nightly Update Process* section if any data were changed.

## **Document File Data Retrieval (F4)**

This feature is designed for accounting transactions that adjust or liquidate Document File (DF) records. The intent is to save key entry time and to improve data accuracy and completeness by having the system retrieve data from the DF for populating the Transaction Entry screen. Up to seventeen entry fields will be populated by this feature, as illustrated below by 'N' shown in those fields.

```
09-16-2002 12:48 PM
9990 Cash Receipt Transaction Entry
 Function: A (A=Add, C=Change, D=Delete, I=Insert)
                                                  Go to Seq Nbr:
            (N=Next, P=Print Trans, R=Resequence, S=Search)
BATCH:
 DATE : 09-16-2002
                        TYPE : 02
                                           NUMBER: 999
                                                           FM: 02
                       SEQ NBR:
                                           MODE : EDIT ONLY
        : 142
                     MODIFIER :
                                                FFY
                                                         : 2002
REF DOC/S: A9900288 01 VENDOR/S > NNNNNNNNNN NN
                                                DOC DATE :
       S: INDEX > NNNN
> NNNNN AMOUNT
CUR DOC/S:
                                                OBJ DTL/AO: NNN NN
                                                REVERSE :
PCA
PROJ/WP > NNNNNN NN
                      LC DPOSIT:
                                                SOURCE/AS :
                                                           NNNNNN NN
APPN SYM : NNN
                      FUND SRCE: N
                                                FUND/DTL :
                                                           NNNN NN
METHOD : N
                      SUBSIDRY : NNNNNNNN
                                                GLAN
                                                           NNNN
PCA ACTY : NNNN
                      LOCATION : NNNNNN
                                                Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help Retrn Quit GetDF BHdr LBtch Bkwrd Frwrd Clear Force Dfalt Main
Enter information to be added
```

The following criteria are used to determine how and if particular data will be retrieved from the Document File:

- **②** Reference Document Number <u>and</u> *Suffix* is appropriate, even if the Suffix is not keyed.
  - **NOTE**: If a Reference Document Number is entered without a Suffix and that Document Number exists on file with more than one Suffix (e.g., 00, 01, etc.) then a pop-up screen is displayed with the multiple suffix records. View and select the appropriate record.
- The PCA is retrieved from the Document File. Funding information (Appropriation Symbol, Fund, Fund Source, and Method) is only retrieved if it is different than the disbursing segment on the PCA table.
- Vendor *Name* is retrieved only if the DF Vendor *Number* is blank.
- Blank fields retrieved from the DF record are considered valid values.

To use this feature:

- Enter the Transaction Code (TC), Funding Fiscal Year (FFY) and Reference Document Number/Suffix (Ref Doc/S), Suffix is optional; and
- 2. Press the F4 key.

Once the **F4** key is pressed, the system will attempt to find a matching DF record based on the keyed information <u>and the General Ledger Account</u> (as derived by the TC). The system will respond as follows:

Sissue Message: '129-DOCUMENT FILE RETRIEVAL PROCESS COMPLETED SUCCESSFULLY' and populate up to seventeen fields. Complete the entry activity and press the Enter key to edit the transaction. If appropriate, overlay any field populated by the DF Retrieval Process (e.g., change the Vendor Number). See the example below.

(P=Print T	-	09-16-2002 11:36 AM sert) Go to Seq Nbr: Search)
BATCH: DATE : 09 16 2002	TYPE : 02 SEQ NBR: 1	NUMBER: 001 FM: 02 MODE : EDIT ONLY
TC : 142 REF DOC/S: A9900288 01 CUR DOC/S: PCA > 80143 PROJ/WP > APPN SYM : METHOD : PCA ACTY : VEND INFO:KNOLLWOOD	INDEX > 0050  AMOUNT : LC DPOSIT: FUND SRCE: SUBSIDRY : LOCATION :	FFY : 2002  DOC DATE : OBJ DTL/AO: REVERSE : SOURCE/AS : 125700 01  FUND/DTL : GLAN : MULTI PUR :
	GetDF BHdr LBtch Bkwr	PF8PF9PF10PF11PF12 d Frwrd Clear Force Dfalt Main SUCCESSFULLY

#### OR

Issue Message: '818-REQUESTED RECORD NOT FOUND' if a matching DF record is not found. Recheck the data entered for TC, FFY, Reference Document Number and Suffix.

#### OR

Move to a screen entitled **Document File Retrieval Selection** that lists the document summary information when more than one matching DF record is found. See the example below for a document with Suffix **00** and **01**.

```
09-16-2002 02:07 P
9990 Document File Retrieval Selection
TC: 142 FFY: 2002 GL: 1313 REF DOC/S: A9900288
                                                   AMT $0.00
Enter under F below: (S=Select Record, V=View Record in Detail)
                         OBJ DTL/AO
                                      APPN
                                                             FUND
                         SOURCE AS SYM
     SUF
           INDX PCA
                                              FUND
                                                                    METH
                                                     SRCE
                                                            DTL
                  ----
            ----
                                      ---
                                              ----
           0050 80143
                         125700 01
                                              0143
     00
                                      803
                                                      0
                                                                      1
           0050 80143 125700 01
                                    803
                                              0143
                       *** End of Data ***
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Retrn Ouit
                                      Bkwrd Frwrd
                                                                   Main
128-MULTIPLE DF RECORDS WERE FOUND
```

When viewing multiple Document File records on the **DF Retrieval Selection** screen, the options are to:

Select the DF record to be retrieved based on the information shown by entering Function S in the F column on the appropriate line and pressing Enter:

#### OR

• View a DF record in greater detail by entering Function **V** in the **F** column on the appropriate line and pressing **Enter**;

#### OR

Return to the previous screen without taking any action by pressing **F2**.

These options are shown in the screen heading. Standard scrolling navigation (**F7** and **F8**) keys are available if there are multiple screens of data.

When Function **V** is used to **View** a DF record in greater detail, a new screen appears titled **DF Retrieval Detail**, as shown below. A message is shown at the bottom of the screen when a detailed document record is successfully displayed.

```
09-16-2002 02:24 PM
 9990 DF Retrieval Detail: Screen 1 - Required Elements
                                                                           MORE=>
REF DOC/S : A9900288 01
SECTION : 00
                                  FFY
                                             : 2002
                                                               GT.AN
                                                                          : 1313
                                 APPN SYM : 803
                                                               PROGRAM : 00
                                COMPONENT: 000
FUND DTL: 00
CATEGORY: 0
                                                                         : 000
 ELEMENT : 00
                                                               TASK
          : 0143
: 1
                                                              FUND SRCE : O
 FUND
                                                                        : 00
 METHOD
          : 1
                                                               OBJECT
 OBJ DTL/AO: 000
                                   SOURCE : 125700
                                                               REFERENCE: 980
 CHARACTER : 1
                                  ENACT YR : 2002
                                                                PRIOR YEAR
                                               PRIOR MONTH
                         CURRENT MONTH
                           2,016.00+
0.00+
2,016.00-
0.00+
0.00+
0.00+
DOCUMENT AMT :
ADJUSTMENT AMT :
LIQUIDATION AMT :
COLLECTION/PMT AMT :
                                                  2,016.00+
                                                                            0.00+
                                                    0.00+
2,016.00-
                                                                             0.00+
                                                                            0.00+
                                                     0.00+
                                                                            0.00+
 BALANCE
                                                         0.00+
                                                                             0.00+
 RETENTION AMT
                                     0.00+
                                                         0.00+
                                                                             0.00+
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF11--PF12---
           Retrn Quit Retrv
                                                              Left Right Main
 Document 9990-A9900288-01-2002-1 displayed successfully
```

This screen is similar to the Command **H.4**-Document Shadow File Inquiry screen. From the **DF Retrieval Detail** screen, either:

Retrieve the DF record by pressing the **F4**-Retrieve key;

OR

Return to the previous screen by pressing the **F2** key and select another DF record for detailed viewing.

These F-key options are shown at the bottom of the screen.

## **KEYING MAINTENANCE TO EXISTING BATCHES: LIST OF BATCHES (Command C.2)**

All batch headers entered during the day and those not released in previous days may be accessed for viewing and/or maintenance by using Command **C.2**-List of Batches. Up to thirteen batch headers may be displayed on one screen. This screen is useful when it is necessary to review the status of or perform maintenance on one or more batches. A batch header is displayed in this listing of batches only *after* it successfully passes all online edits for a new batch and the first transaction entry screen (Sequence 1) is available for keying. Fields not underlined are not accessible by toggling the cursor and not available for keying.

The List of Batches consists of three screens of data for each batch that are displayed by pressing the **F10** or **F11** keys to move left or right and view more batch information. A sample of each screen is shown below.

```
A 9990 C.2: List of Batches: Scrn 1
                                                              09-24-2002 09:29 AM
                                                                           MORE=>
 B BATCH SEARCH: DATE:
     BATCH SEARCH: DATE: ____ TYPE: __ NUMBER:__
Enter under F below: (A=Add Addl Trans, C=Change Batch Hdr, D=Delete, H=Hold)
 С
        (L=List of Trans, O=Override, P=Print Batch, R=Release, V=View Batch Hdr)
      F DATE TYPE NBR GROUP EDIT STAT BAL FM SCHEDULE ENTERED AMOUNT
 D
                -- ---
                                               --
                                                     -----
                                                               -----
      _ 090302 07 100 GENL 1 H N 03
      _ 091602 05 123 SCHED 1 H N 03 1232456 _ 092002 01 127 GENL 1 H N 03
                                                                           25.00
                                                                           66.01
                               1 R Y 03
1 H N 03
1 H N 03
1 H N 03
      _ 092102 06 132 ORF
                                                                            1.00
      _ 092202 01 128 CASH
_ 092402 03 140 ENC
                                                                         5,000.00
                                                                       55,500.00
      092402 03 155 GENL
                                                                           20.00
                               *** End of Data ***
 E
     Command:
 F Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
           Help Retrn Quit PList Bkwrd Frwrd Left Right Main
 G
```

```
9990 C.2: List of Batches: Scrn 3 - Optional Net Amnts 09-24-2002 10:06 AM
BATCH SEARCH: DATE:
                               TYPE:
                                         NUMBER:
Enter under F below: (A=Add Addl Trans, C=Change Batch Hdr, D=Delete, H=Hold)
    (L=List of Trans, O=Override, P=Print Batch, R=Release, V=View Batch Hdr)
  DATE NBR E-OPTIONAL AMOUNT C-OPTIONAL AMOUNT
  090302 100
  091602 123
_ 092002 127
_ 092102 132
____092202 128
___092402 140
                                           0.00+ 20.00
_ 092402 155
                         20.00+
                        *** End of Data ***
Command:
Enter-PF1---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help Retrn Quit PList
                                      Bkwrd Frwrd Left Right Main
```

The List of Batches screen is discussed by segments, which are designated as A – G on screen 1 on the previous page. These segments, which apply to all three screens, identify:

- A The 4-digit Organization code, Transaction Group and current date and time.
- B **Batch Search** These fields can be used to search the batch listing to find a specific batch or group of batches from the list of batches using:
  - **② Date** (Month, Day, Year) use the batch header date only.

OR

**○ Date** (Month, Day, Year) and Batch Type.

OR

- **Date** (Month, Day, Year) and **Batch Type** and **Batch Number**.
- C The Functions available for use with this screen. The functions are described in the next section.
- D The batch headers currently available in the batch listing for viewing or maintenance. Use the "F" (Function) column for keying any function listed in C, above. The cursor automatically appears in the first F field when this screen is accessed, but may be toggled to any available field (displays a yellow underline).
- E The Command line used to express navigate to any numbered menu or other screen in the system. When pressed, an immediate exit occurs from the current screen and navigates to a different screen.
- F The Program Function (PF) keys available for use with this screen display a label below each one that is available. These are described in a section below.
- G The System message and error message area displays the appropriate message depending on what action needs to be taken, or will be taken.

#### **Available Functions for the List of Batches Screen**

The Functions available for the List of Batches screen are displayed at the top of the screen, as follows:

- A Add Additional Transactions Adds additional transaction(s) to the selected batch. This function will display a transaction entry screen. The new transaction will be assigned the next available Sequence number within the batch.
- C Change Batch Header Changes information in any open Batch Header field for the selected batch. When accessed, the message 'Enter changes' appears. This function is available only when returning to the batch header. The message 'BATCH HEADER mm-dd-yyyy nn nnn modified successfully' (where nn nnn is batch type and number) is displayed when a change is 'saved'.

- D Delete Deletes an existing batch header and all transactions contained in the batch. This function will display a "Delete Confirmation" pop-up screen on the Batch Header Screen. If the "Delete" is confirmed, the pop-up screen disappears and the message '194-BATCH SUCCESSFULLY DELETED' is displayed.
  - **NOTE**: A deleted batch header is *immediately* deleted from the online file following 'Delete Confirmation' along with all transactions contained in the batch and the <u>batch no longer exists</u>.
- H Hold Excludes a batch from the nightly system update. This function will display the Batch Header screen with the status of Hold and the message '185-BATCH SUCCESSFULLY HELD' is displayed. A new batch is automatically placed in Hold status until another function is keyed.
- L List of Transactions Displays the "List of Transactions" for the selected batch.
- O Override Releases a batch to the nightly update process when known batch errors exist but are not corrected. This function will display the Batch Header screen with the status of Override and the message '190-BATCH SUCCESSFULLY OVERRIDDEN'.
  - NOTE: A batch containing balancing errors or other online errors will require correction the following day by using Command C.3-Error Correction. Also, an out-of-balance condition in the Optional Net Batch Amount alone does not prevent posting to the master files.
- P Print Batch Produces the online report CSO521-1, Online Transactions To Be Posted Report, at an agency printer. This report contains a listing of all transactions contained in a batch. See Exhibit IX-2.
- R Release Releases a batch of transactions to the nightly system update process for posting to the master files. This function will display the Batch Header screen with the Status of Release and the message '186-BATCH SUCCESSFULLY RELEASED'.
- **V View** Displays the selected batch header. This function may be changed to another function on the accessed batch header.

#### Available Program Function (F/ PF) Keys for Navigation

The PF keys available for transaction entry (located in segment F, above) are displayed at the bottom of the screen, as follows:

- **F1 Help** Displays information useful for entry of data on the screen.
- **F2 Return** Exits the present activity and accesses the prior or higher order menu or screen. Any entry not successfully 'saved' is lost.

- **F2 Next** Identifies the next transaction when *multiple* pending batch header transactions are selected for maintenance (i.e., **C**, **D**, **O**, **R** or **V** is used in the **F** column). The batches are accessed sequentially.
- **F3 Quit** Exits the present activity and exit CALSTARS. A pop-up window will appear to confirm the **Quit** action. Any entry not successfully 'saved' is lost.
- **F4 Print Batch List** Produces the CSO531-1, Online List of Batches Summary Report, at an agency printer that contains the listing of all batches currently accessible online. See Exhibit IX-4.
- **F12 Main Menu** Exits the present activity and displays the Main Menu. Any entry not successfully 'saved' is lost.

## **Viewing Batches or Entering Maintenance To Listed Batches (C.2)**

Using the List of Batches screen, one or any number of batch headers may be viewed sequentially and/or maintenance may be performed (with the proper security authority) on the batch headers contained in the list. Once any batch header is accessed, the transactions in the batch become available for maintenance as well (with the proper security authority).

Two alternatives are provided for locating a specific batch (or batches) for viewing or maintenance:

Batch Search (using the Batch Date, Batch Type and Number) and enter a function in the F – Function column of any or all of the batches in the group selected:

#### OR

Move the cursor to find a batch header(s) for viewing and/or maintenance and enter a function in the **F** column of any or all of the batches displayed on the screen.

If a batch or batches on the current screen is selected, it/they must be accessed (viewed and/or maintenance performed) on those selected batches *before* scrolling is available to the next screen.

**NOTE**: If the scroll down (**F8**-Forward) function is attempted, the message: 'Line actions can only be specified in conjunction with enter' appears at the bottom of the screen. This prevents losing the selections already made.

01/04/00	(19	.33)	***								CHES SUMMA		********	AGE NUMBER: 1
<b>←</b> =BATCH DATE **-**-**		T== <b>→</b> NBR ***					CLAIM SCHED *****	ENTER	COMP	DIFF	<b>←</b> =====ABSOLUTE B# ENTERED ***********************************	COMPUTED	ENTERED	COMPUTED
12-27-99	04	009	0	R	Y	12	000001	1	1		145.00	145.00		
12-28-99	06	003	0	R	Y	12		22	22		1,122.12	1,122.12		
12-28-99	04	001	1	R	Y	12	0234523	127	127		30,525.00	30,525.00		
12-28-99	04	003	1	R	Y	12	1001001	26	26		7,191.82	7,191,82		
12 29-99	02	001	1	R	Y	12		211	211		7,425,634.23	7,425,634.23	6,464,343.23	6,464,343.23
12-29-99	02	002	1	н	N	12		83	81	2	2,761,698.00	2,961,698.00		
12-29-99	03	001	1	н	N	12		8	7	1	34,464,232.00	32,464,232.00	31,955,177.00	29,955,177.00
12-29-99	04	001	1	н	N	12	3421000	56	55	1	5,955.33	4,834.56		
12-29-99	04	002	1	0	N	12	0006784	11	11		673.00	672.00		
01-02-00	06	001	0	R	Y	01		46	46		8,123.00	8,123.00		
01-03-00	02	001	1	R	Y	01		58	58		10,589,002.10	10,589,002.10		
01-03 00	04	001	1	н	Y	01	6578431	17	17		1,200.00	1.200.00		
01-03-00	04	002	1	Н	Y	01	5673451	23	18	7	6,197.32	4,863.72		
01-03-00	04	003	1	R	Y	01	9843762	45	45		24,365.19	24,365.19		
01-03-00	06	001	0	R	Y	01		6	6		853.20	853.20		
01-03-00	10	001	2	R	Y	01	4652355	3	3		1,588,944,733.00	1,588,944,733.00	1,475,754.00	1,475,765.00
01-04-00	10	001	2	R	Y	01		76	76		76,000.00	76,000.00		
01-04-00	10	002	2	н	Y	01	2342342	12	13	1	687.95	687.95		
01-04-00	10	003	2	н	N	01	7994883	37	36	1	17,422.77	17,422.77		
01-04-00	10	004	2	R	Y	01		4	4		18.88	18.88		

Use the following steps to enter batch maintenance from the List of Batches screen:

1. Select the batches to be accessed by keying a function code (A, C, D, H, L, O, P, R or V) in the F column, then press Enter. The <u>first batch header</u> in the series will be displayed and the function previously entered will appear in the Function field with an underline (except for L and P). If L-List is selected, the Function field is blank when the list of transactions is displayed. If P-Print Batch is selected, the online print command is initiated as soon as the batch header is selected and a message is displayed: '042-PRINT REQUEST COMPLETED...ROPES COMMAND MAY BE REQUIRED TO START PRINTER'.

Once the batch header is accessed, the Function may be changed to any valid batch header function. However, Function **A** (displays a blank transaction entry screen) and **D** are <u>locked</u> when the batch is accessed (function code appears in green) and cannot be changed.

- 2. When batch header maintenance is completed on the first batch displayed, press **Enter** to 'save' the maintenance.
- 3. Press the **F2** key (which is now labeled '**Next**') to access the next batch header in the series.

**NOTE**: The functions selected may vary between batches. The system keeps track of the maintenance function associated with each batch header.

4. Perform the function (previously selected) on each succeeding batch header/batch until all maintenance is completed, pressing **F2** each time to access the next batch header. When the last batch header in the series is accessed, the label for the **F2** key becomes '**Retrn**'.